



1-415-565-1160
TDD-1-415-703-7878

OPEN NON-PROMOTIONAL EXAMINATION FOR WORKERS' COMPENSATION INSURANCE REPRESENTATIVE

RELEASE DATE: 01-09-09

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED: FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

SCIF IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER OFFERING EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: JANUARY 30, 2009

LOCATION: SAN FRANCISCO

SUBMIT APPLICATION (STD. 678) ONLY TO THE ADDRESS INDICATED BELOW:

*State Compensation Insurance Fund
Human Resources
P.O. Box 420807
San Francisco, CA 94142-0807*

Applications may be obtained from the State Fund website at <http://www.scif.com/careers>

FILING INFORMATION

Applications must be SUBMITTED ONLINE, RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications not submitted online, postmarked AFTER THE FINAL FILING DATE, personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL DATE WILL NOT BE ACCEPTED FOR ANY REASON.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NON-PROMOTIONAL: Applications will not be accepted on a promotional basis. Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See reverse of this bulletin for information regarding career credits.)

WRITTEN TEST DATE: March 24 and March 25, 2009

For administrative reasons, if conditions warrant, the exam may be rescheduled during March/April 2009.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the written phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during May/June 2009.

SALARY RANGES:

Range A:	\$3106	to	\$3425
Range B:	\$3204	to	\$3893
Range C:	\$4237	to	\$5148

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by March 24, 2009, the written test date.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

One year of experience in the California state service performing the duties of a Workers' Compensation Insurance Technician, Range B. (Applicants who have completed nine months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or II

Four years of experience performing casualty underwriting, field sales, industrial accident prevention, vocational rehabilitation or claims field investigation. (Experience in the California state service applied to this pattern must include at least one year of experience performing insurance-related duties at a level of responsibility equivalent to that of a Workers' Compensation Insurance Technician, Range B.)

Or III

Education: Equivalent to graduation from an accredited college with a bachelor's degree. Registration as a senior in an accredited college will admit applicants to the examination but evidence of graduation or its equivalent must be produced before they can be considered eligible for appointment. (Experience performing casualty underwriting, field sales, industrial accident prevention, vocational rehabilitation or claims field investigation may be substituted on a year-for-year basis. Experience in the California state service applied to this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Technician, Range B.)

THE POSITION

The Workers' Compensation Insurance Representative includes the entry, first working, and journey levels for a variety of positions within the State Compensation Insurance Fund. The employee in this class is given training and may perform assignments in sales, safety, underwriting, vocational rehabilitation, claims field investigation, and administrative services.

EXAMINATION INFORMATION

No candidate may participate in this examination who has taken the examination for Workers' Compensation Insurance Representative, Workers' Compensation Insurance Claims Adjuster or Workers' Compensation Payroll Auditor in any location since March 25, 2008.

Once a candidate has taken the open non-promotional examination for either the Workers' Compensation Claims Adjuster, Workers' Compensation Insurance Representative, or Workers' Compensation Payroll Auditor, he or she will not be allowed to take the examination for these classes again in any location within the next twelve (12) months, that is, until March 24, 2010.

This examination does not have a written test waiver. All candidates must take both the written test and the Qualifications Appraisal Panel interview at this location during this examination process in order to establish eligibility on this list.

This examination will consist of a written test weighted 70.00% and a qualifications appraisal interview weighted 30.00%. In order to obtain a position on the eligible list a minimum rating of 70.00% must be attained in each part of the examination.

This examination requires a candidate to pass **both** a written and qualifications appraisal interview exam. Both passing scores will be combined (with the written exam weighted 70.00% and the qualifications appraisal interview weighted 30.00%) to produce a candidate's raw score.

WRITTEN TEST - WEIGHTED 70.00%

SCOPE

1. Analyzing, interpreting, and applying written materials.
2. Arithmetic calculations.
3. Written communication skills.
4. Workplace situations.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 30.00%

SCOPE

In addition to evaluating the competitor's abilities (as demonstrated by quality and breadth of experience) emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Interpretation of data.

Ability to:

1. Analyze problems and take effective action.
2. Communicate effectively.
3. Maintain effective working relationships with those contacted in the course of work.
4. Read, interpret and apply rules, procedures and policies at a level required for successful job performance.

ELIGIBILITY LIST INFORMATION

An open non-promotional eligible list will be established for **San Francisco**. The list will be abolished 12 months after being established, unless the needs of the service and/or conditions of the list warrant a change in this period.

Veterans' preference credits will be added to the final score of all competitors in this examination who qualify for and have requested these points and who are successful in the examination. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

Career credits will be granted in this examination.
All interviews will be recorded.

GENERAL INFORMATION

It is the candidate's responsibility to contact the STATE COMPENSATION INSURANCE FUND, Human Resources, in San Francisco, (415) 565-1160, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the STATE COMPENSATION INSURANCE FUND in San Francisco, (415) 565-1160, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, PRE, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and offices of the STATE COMPENSATION INSURANCE FUND.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Compensation Insurance Fund reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations is granted as follows: five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference points are on the Veterans' Preference Application form (Form 1093) which is available from State Personnel Board Office, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502 or TTY (916) 654-6336.

Career Credits: In open, non-promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualifications requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservations Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento). If you receive veterans points, you cannot also receive career credits.

STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield District Office
9801 Camino Media
Bakersfield, CA 93311-1303

Bay Area Office
5880 Owens Drive
Pleasanton, CA 94588-3900

Eureka District Office
2440 Sixth Street
Eureka, CA 95501-0788

Fresno District Office
10 River Park Place East
Fresno, CA 93720-1531

Home Office
1275 Market Street
San Francisco, CA 94103-1410

Inland Empire Claims Services
6301 Day Street
Riverside, CA 92507-0902

Inland Empire Policy Services
375 West Hospitality Lane
San Bernardino, CA 92408-3217

Los Angeles District Office (Monterey Park)
900 Corporate Center Drive
Monterey Park, CA 91754-7618

Los Angeles District Office (Glendale)
655 N. Central Avenue, #200
Glendale, CA 91203-1400

Orange County Office
1750 East Fourth Street
Santa Ana, CA 92705-3929

Oxnard District Office
2901 North Ventura Road
Oxnard, CA 93036-1150

Redding District Office
2175 Shasta View Drive
Redding, CA 96003-8296

Sacramento District Office
2275 Gateway Oaks Drive
Sacramento, CA 95833-3255

San Diego District Office
10105 Pacific Heights Blvd., Suite 400
San Diego, CA 92121-4226

San Jose District Office
6203 San Ignacio Avenue
San Jose, CA 95119-1325

Santa Rosa District Office
1450 Neotomas Avenue
Santa Rosa, CA 95405-7581

State Contract Services - Commerce
400 Citadel Drive, Suite 100
Commerce, CA 90040-1558

State Contract Services - Oxnard
2901 North Ventura Road, Suite 100
Oxnard, CA 93036-1148

State Contract Services - Riverside
6301 Day Street, Suite 200
Riverside, CA 92507-0902

State Contract Services - Rohnert Park
5900 State Farm Drive
Rohnert Park, CA 94928-2122

State Contract Services - Sacramento
2450 Venture Oaks Drive, Suite 500
Sacramento, CA 95833-3291

Stockton District Office
3247 West March Lane
Stockton, CA 95219-2351

This examination is being administered by State Compensation Insurance Fund. Please address exam inquiries to the telephone number and address on the front of the examination bulletin.

Contact Information for California State Personnel Board:

801 CAPITOL MALL • SACRAMENTO, CA 94244-2010 • (916) 653-1705 • TDD: (916) 653-1511
TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device
California Relay (Telephone) Service for the Deaf or Hearing-Impaired:

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922